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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 17 MAR 1955

FROM : Chief, Records Management Division

SUBJECT: Weekly Activity Reports to the DD/S

1. Attached as Tab A are sample weekly activity reports from the Chief, Medical Staff, the General Counsel, The Chief, Audit Staff, and the Comptroller. Samples were not obtainable from the Logistics and Security Offices for security reasons. Sample Logistics Office reports, however, were examined in that Office.

2. Requests for these sample reports were made by telephone to expedite their collection. Simultaneously we asked for general opinions of the need for weekly activity reports and estimates of their cost. Opinions were expressed mostly in unofficial off-the-cuff terms; cost information was not immediately available. Officials that were questioned felt that any request for cost data should be put in writing. Forwarding of the attached memorandum (Tab B) is therefore recommended.



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Attachments

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